

Job Announcement

Vacancy Type: External
Recruitment: Closes July 1, 2016
Position: Human Resources Professional II (KVH HR Manager)
Location: Kansas Veterans' Home at Winfield
Requisition: 184014
Pay: Unclassified; Minimum \$20.13 hourly; Higher salary may be negotiated dependent upon experience and education applicable to the duties of the position.

The Kansas Veterans' Home, a state veterans home located in South-central Kansas, is currently seeking a well-rounded, highly motivated individual with excellent interpersonal and leadership skills to serve as the full time Human Resources Manager. As a key member of the Home's Senior Leadership Team the ideal candidate will match the right solutions, ideas, skills and people with the needs of the facility which provides a mix of residential care to veterans in Kansas. This position functions as a HR generalist in a fast paced environment and is a hands on manager.

As the HR Manager, you will:

- Oversee the recruitment, interview and on-boarding (orientation) processes;
- Provide employees and management with HR-related counseling;
- Supervise payroll to ensure compliance with agency policies and procedures and all applicable wage/hour laws and regulations;
- Ensure the home is in compliance with all state and federal laws, including FLSA, FMLA, ADA, VP and EEO;
- Counsel, direct and train KVH managers, employees and applicants on human resource management statutes, regulations, policies related to pay, benefits, employee relations, health promotions, worker's compensation, performance management, job descriptions, and discipline;
- Be a contributing member of the agency Human Resources team; and
- Oversee KVH implementation of agency wide Human Resources processes and procedures.

The successful candidate will have:

- The ability to work as an effective team member at multiple levels;
- Proven written and oral communication skills;
- The ability to skillfully and effectively advise both managers and employees on a variety of employment related questions;
- The ability to manage required HR processes and ensure KVH is in compliance with a multitude of state agency, long-term care and VA employee related regulations;
- The ability to maintain the highest level of confidentiality with regard to personnel information and actions;
- Demonstrated ability to analyze and problem solve;
- Demonstrated ability to maintain composure under stress;
- A high level of technical skills in word processing, spreadsheet compilation and data entry;
- A high tolerance for change within the dynamic nature of a not-for-profit (state agency) veterans' home; and
- Excellent organizational skills and with the ability to manage special projects and assignments.

Minimum Requirements:

Two years of experience in planning, directing, organizing, managing or administering personnel or human resources functions. Education may be substituted for experience as determined relevant by the agency.

Key Requirements:

You must:

- be a U.S. Citizen or National to apply for this position,
- have and maintain a valid driver's license,
- submit your complete application and all supporting documents by the closing date of the announcement (See How to Apply Section).

Preferred Requirements:

- Bachelor Degree in Human Resources Management, Business Administration, Public Administration or related degree;
- 2 or more years of HR Management Experience and/or HR generalist experience; education may be substituted for experience (must provide copy of transcript for substitution of education for experience consideration);
- Knowledge of state laws, rules and regulations applicable to the Kansas Civil Service System;
- Knowledge of public sector Fair Labor Standards Act (FLSA) regulations;

Required Knowledge and Abilities (Summary):

Must have knowledge of: 1) the principles and practices of human resource management, 2) federal laws applicable to a comprehensive human resource program, 3) knowledge of the methods and practices used to evaluate and interpret data and compile reports in narrative form, and 4) methods and practices used to evaluate and interpret data and compile reports in narrative and statistical form.

Must have the ability to: 1) plan, analyze details, develop and formulate recommendations for implementation of human resource processes and functions, 2) express ideas orally and in writing, 3) read and comprehend an extensive body of detailed and varying procedures and methods used to resolve a variety of human resource problems, 4) analyze human resource problems and formulate logical recommendations, 5) establish and maintain effective working relationships with agency officials, other employees and the public and 6) **must also have the ability to successfully complete Computer Based Training for the SHARP system so that SHARP security clearance may be granted.**

Process for Selection:

Upon receipt of your complete application packet, an evaluation of your qualifications will be conducted and your status based on the established minimum requirements, necessary special requirements, if applicable, and preferred selection criteria for the specific vacancy will be determined. Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment. Based on your ranking in comparison with other applicants, you may/may not be referred for further consideration and/or possible interview. If you are not selected for the vacancy, you will be notified within 30 days of the position being filled.

HOW TO APPLY:

The application process has 4 REQUIRED STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>. (Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>.

STEP 3: Submit your online application to the specific agency designated on this job announcement.

STEP 4: Submit additional required documents to the specific recruiter designated on this job announcement (Specifically, a copy of your DD214 showing type of discharge is required).

A Tax Clearance Certificate is required for all applicants. Obtain your certificate by following the instructions at <http://www.ksrevenue.org/taxclearance.html>

Include your name and job requisition number on all correspondence when submitting documents to the designated recruiter.

Your application will be considered incomplete and you may be found ineligible if you fail to submit all required documentation by the closing date of the vacancy announcement.

Required Documents:

- Online State of Kansas Application form
- Kansas Tax Clearance Certificate (current),
- Copy of DD214 (member copy that shows type of discharge)

- Copy of transcripts you wish education to be considered for experience

Optional Documents:

Cover letter and resume

KANSAS TAX CLEARANCE CERTIFICATE REQUIRED:

Each applicant (to include current state employees) applying for a State of Kansas job vacancy must obtain a valid Kansas Certificate of Tax Clearance by accessing the Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>. A Tax Clearance is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. A Tax Clearance expires every 90 days. Applicants are responsible for submitting a valid certificate with all other application materials to the hiring agency. This is in accordance with Executive Order 2004-03. If you need assistance with the tax clearance, please contact 785-296-3199.

Recruiter Contact Information:

Name: Kim Tatum
Phone: 620-221-3702
FAX: 620-221-7161
Email: kcvajobs@gmail.com

How You Will Be Evaluated:

Once you complete and submit your application materials, your application will be reviewed to ensure you meet the minimum and any necessary special requirements. Next, your application will be evaluated and rated based on preferred competencies and criteria for the position.

What To Expect Next:

After your application is evaluated and ranked, you may be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome after the selection process is complete. You may call or email the recruiter contact listed to inquire about your application.

Veterans Preference' Eligible (VPE):

Former military personnel or their spouse that have been verified as a "veteran" under K.S.A. 73-201 will receive an interview if they meet the minimum qualifications and competency factors of the position. The veteran's preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determine by the hiring manager. Additional VPE information can be found at <http://da.ks.gov/ps/aaa/recruitment/veterans.htm>.

Individuals with disabilities are encouraged to contact the agency recruiter if reasonable accommodations are needed for any part of the application or hiring process.

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